



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

Compassion - treat all with dignity & respect; build kinship with those we serve

Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger

Collaboration - build a shared vision, create synergies, and maximize resources

Agility - respond urgently to the ever-changing needs of our community

Stewardship - maximize the impact of every dollar, donation and asset

Job Title: Executive Assistant

Department: Executive

Reports to: COO/CFO

Job Level: #5 - Administrative

Status: Part-Time, Hourly, Non-Exempt

JOB SUMMARY

The Executive Assistant performs a variety of administrative tasks in order to support Foodlink's COO/CFO. The Executive Assistant's responsibilities include managing calendars, preparing reports, making travel arrangements and more. To be successful in this role one must be well-organized, have great time management skills and be able to act without guidance. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

KEY RESPONSIBILITIES

- Act as the primary point of contact for the COO/CFO, prioritizing emails and phone calls and arranging meetings and business events.
- Provide detailed calendar management. Work closely with the COO/CFO to keep them well informed of upcoming commitments and responsibilities.
- Complete a broad variety of administrative tasks, including but not limited to the completion of accounts payable vouchers and expense reports, printing/copying, preparing presentations, preparing documents for internal and external meetings; maintaining contact lists; making travel arrangements and taking meeting minutes.
- Support receptionist in answering main phone line and responding to inquiries, as directed.
- Other projects/duties as assigned for the overall benefit of the organization.

QUALITIES

- **Agile.** You can adapt to evolving needs and priorities. You are able to juggle and prioritize a variety of needs across the organization
- **Collaborative.** You create meaningful and authentic relationships with colleagues. You collaborate and connect the dots across departments, rather than working in a silo.
- **Humility.** Open to receiving feedback, trying new ideas, and learning from others. Belief that no task is too small.
- **Compassionate.** You treat others with dignity and respect.
- **Solution-oriented.** You take initiative and solve problems in a growing, evolving environment. You can pivot between strategies and manage competing priorities.

PREFERRED CANDIDATES WILL HAVE:

- Bachelor's degree preferred (not required) or equivalent combination of education and experience.
- 2+ years administrative support experience. In a non-profit setting is a plus.
- Ability to communicate clearly, effectively, and with cultural competence (speak, read, and write proficiently) in English is required, including in-person, over the phone, and by email.
- Proven track record of time management and ability to meet deadlines
- Ability to manage multiple assignments, set priorities and adapt to changing conditions
- Advanced computer proficiency, including use of a Microsoft operating system, the internet, and Microsoft Office365 suite (Outlook, Word, Excel, Teams, Sharepoint, OneDrive) and Google platform (Drive, Forms, Sheets)
- Ability and willingness to learn and navigate various software programs, processes, and systems
- Exceptional organizational skills, a strong attention to detail, and the ability to solve practical problems under time constraints and within established deadlines
- Valid NYS driver's license and ability to travel within the 10-county service area as needed

We are actively seeking a diverse pool of candidates for this role.

SALARY AND BENEFITS

This is a part time position (20-25 hours per week) paid on an hourly basis starting at \$17.31/Hour. Part-time employees may purchase health and dental coverage through Foodlink by payroll deduction. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.